

# Asset Write-Off Documentation

## 1. General Information

Document Number	[Enter Document Number]
Date	[Enter Date]
Prepared By	[Enter Name and Position]
Department	[Enter Department]

## 2. Asset Details

Asset ID	Description	Acquisition Date	Original Cost	Book Value	Location
[Asset ID]	[Asset Description]	[Acquisition Date]	[Original Cost]	[Book Value]	[Location]

## 3. Reason for Write-Off

[Provide a detailed explanation for the write-off, e.g., obsolete, damaged beyond repair, stolen, etc.]

## 4. Supporting Documents

- [List or attach inspection reports]
- [Photographic evidence, if available]
- [Relevant correspondence]
- [Other supporting files]

## 5. Approval

Name	Position	Signature	Date
[Approver 1 Name]	[Approver 1 Position]	[Signature]	[Date]
[Approver 2 Name]	[Approver 2 Position]	[Signature]	[Date]

### Important Notes:

- Ensure all details are filled out accurately and supporting evidence is attached.
- Asset write-off documentation should comply with the organization's financial and audit policies.
- Approvals from authorized personnel are mandatory before the asset is removed from the books.
- Maintain copies of all write-off documents for audit and compliance purposes.